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Jun 25 1954

MEMORANDUM FOR: Comptroller
General Counsel
Chief of Logistics
Chief, Medical Staff
Chief, Security Office
Auditor in Chief

SUBJECT: Annual Management Improvement Report

1. You will recall that the Agency's Annual management improvement report, as prescribed in Bureau of the Budget Circular A-8, dated 29 June 1951, should be submitted to the Bureau of the Budget no later than 15 September 1954 for Fiscal Year 1954.

2. I would appreciate having each of you designate and inform me of the name of one person in your organization to work with Mr. [REDACTED] of this staff in developing the report.

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3. If each of you will let me have your report by 9 August, we will then add to it information from the Management Staff files and prepare the Agency's report.

4. Your report should be prepared in three sections:

a. Major management problems which are beyond your authority to solve.

b. Major areas of potential improvement selected for emphasis in Fiscal Year 1955.

c. Specific action taken during Fiscal Year 1954 to solve major program or operating problems and improve management.

5. With reference to paragraph 4.c. above, the following check list while in no way intended to be restrictive, is offered to indicate the type of information desired:

a. Actions taken to conserve material.

b. Improved organizational structure, functions, and procedure.

c. Actions taken to improve manpower utilization.

d. Development and use of work measurement and work load data and production standards.

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- e. Improved scheduling of operations.
 - f. Use of business machines.
 - g. Use of Statistical sampling methods.
 - h. Improved progress reporting and reviewing systems for the appraisal of performance.
 - i. Actions taken to improve coordination.
 - j. Improved project control systems.
 - k. Elimination of duplication of effort.
 - l. Gains, both inter and intra-Agency, realized from committee or board mechanisms.
 - m. Techniques which improved quality or quantity of production.
 - n. Policy agreements, which resulted in management improvement.
 - o. Program, operating, or administrative achievement resulting in improved management.
6. Your report should be prepared in unsterilized fashion, based upon the assumption that the Agency's report to the Bureau of the Budget will be sterilized.


Chief, Management Staff

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